

RECREATION PROGRAMMER II (733-16)

SALARY: \$40,809.60 - \$56,243.20 annually, plus liberal fringe benefits

Management Category V

THE POSITION

This is professional work of average difficulty in organizing, promoting, conducting, and supervising recreational programs and facilities.

Employees in this class are responsible for the conduct of a specific recreation activity or several closely related activities at a single facility or at a variety of facilities and localities. Employees may direct and supervise the work of subordinates and volunteers who may be assigned to assist in the instructional phase of a special activity. Direction concerning departmental policy and the allocation of monies for programming operations are received from a superior; however, an employee in this class must exercise considerable independent judgment in initiating and carrying out assignments.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Have graduated from an accredited four year college or university with a Bachelor's degree in recreation, physical education, or a closely related field.
2. Possess at least two (2) years paid, full-time work experience in planning, organizing, promoting and supervising a wide variety of recreational program activities. Additional qualifying work experience may be substituted on a year-for-year basis for the required college.
3. Possess or be able to obtain a valid State of Florida driver's license.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

NOTE: If the position warrants, candidates may be required to successfully pass a polygraph examination prior to employment.

NOTE: ALL APPLICANTS MUST COMPLETE A STANDARD EMPLOYMENT APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE.

HOW TO APPLY

Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, up to **4:00 p.m., Monday, May 16, 2005.**

LS:04/25/05:Ann#164-733-16
Medical Group III

RECREATION PROGRAMMER II

Name _____ Social Security No. _____

**CITY OF FORT LAUDERDALE
RECREATION PROGRAMMER II (733-16)
SUPPLEMENTAL APPLICATION**

This supplemental application must be submitted with the official City of Fort Lauderdale employment application. Resumes are welcomed as additional information, but are not considered an official application and may not be substituted for this supplemental application.

This application supplement is an integral part of the application process. Information contained on this supplemental will be used to assist us in determining the most qualified applicants for this position. Answer each question thoroughly, making sure to type or print legibly.

1. Do you possess a current Lifeguard Certification? Yes _____ No _____
If yes, please attach to your application.
2. Do you possess a current W.S.I. Certification? Yes _____ No _____
If yes, please attach to your application.
3. Do you possess a Volunteer Coach Training Certification? Yes _____ No _____
If yes, please attach your application.
4. List all in-service training you have received in the last two years. Include course titles, dates and locations.
5. Describe your staffing responsibilities. Your most recent recreation related job. Include the number of full-time and part-time staff, and their job titles/duties.
6. Describe your experience with volunteer coaches. Include how you recruited, what training you provided, and how many you worked with for that particular program.
7. Describe in detail the most successful community-based youth athletic program successfully implemented due to your own initiation. Be specific: include ages of participants, number of registrants, length of program, and marketing you did for the program.
8. Describe your experience in obtaining community resources for your programs. Be specific; include the name of the organization and the resources they supplied for you.
9. Describe in detail your swimming pool management. Be specific; include length of time managing pools, maintenance responsibilities, and the size of the pool. Include what staffing responsibilities you were responsible for, the titles of positions you hired, number hired for each position and what type of training they received.
10. Describe in detail your aquatic programming experience. Be detailed and describe specific aquatic programs you have supervised or taught.
11. Describe in detail your experience with after-school and/or summer camp programs. Be specific: Include age of participants, number of registrants, length of program, and marketing you did for the program.

My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature

Social Security Number